

Council of University Systems Staff Meeting

June 24, 2008

University of Maryland Eastern Shore

In attendance:

**Members**

|                    |                               |
|--------------------|-------------------------------|
| Dale O’Neal        | Bowie State                   |
| Victoria Kelly     | Coppin                        |
| Absent             | FSU                           |
| Carol Barr         | SU                            |
| Jackie Eberts      | SU                            |
| Brenda Yarema      | TU                            |
| Judy Sabalauskas   | Exiting CUSS Co-Secretary, UB |
| Kimberley Lynne    | CUSS Co-Secretary, UB         |
| Karyn Schulz       | UB                            |
| David DeLooze      | CUSS Member at Large, UMB     |
| Colette Becker     | UMB                           |
| Deb Geare          | UMBC                          |
| Jami Kasco         | UMBI                          |
| Absent             | UMCES                         |
| Willie Brown       | UMCP                          |
| Larry Lauer        | CUSS Past Chair, UMCP         |
| Sister Maureen     | UMCP                          |
| Chenita Kollock    | UMES                          |
| Ayman Abdo         | UMUC                          |
| Mary Reed          | USMO                          |
| John T. Wolfe, Jr. | CUSS Chair, USMO              |

**Alternates**

|                               |             |
|-------------------------------|-------------|
| Dottie Holland                | Bowie State |
| Ronald Kasl                   | UMB         |
| *****                         |             |
| Chancellor’s Liaison to CUSS: |             |
| Rosario van Daalen            | USMO        |
| *****                         |             |

John Wolfe called the **meeting to order**.

Chenita Kollock **welcomed the CUSS representatives** to UMES. The UMES president, Vice President and deans were all at a meeting at UMBC.

May **minutes** were reviewed and approved by the group with a few corrections.

**Chairman’s Report**

John Wolfe will send the annual CUSS Chairman’s letter to the Chancellor next month, formatted on Larry Lauer’s past Chair letters to the Chancellor. John will include in the letter the MOU parking issue at UMCP in order to show the Board of Regents an example of the union agreements’ impact on “Excluded employees”.

**Report to the Board of Regents:**

John distributed a copy of the report he made on 6/20/08 to the BOR. The BOR did not have any questions about the report. The BOR Chairman thanked all the council representatives. John didn't mention the 7.5% union parking base and the elimination of ranking merit in the "Excluded Staff", but he wants to keep those issues on the table. He feels there is inadequate sensitivity to the issue of Shared Governance; there is no reference in the Chancellor's Annual Report to shared governance. John wants to move forward with the CUSS Leadership conferences.

Rosario reminded the group that only two of the 13 USM presidents and half of the HR directors were not appointed when CUSS was created in 1992. CUSS evolved in reaction to the idea of merging COLA to **merit money and the issue of distribution of merit pay for per performance evaluations**. Sixteen years later and CUSS is still grappling with this issue. Funds for "Above Standards and Outstanding" are not allocated to merit pools. Performance evaluation standards differ at each institution. At UMCP, the MOU just approved and the institution intends that the options will be: meet expectations and does not meet expectations. Rosario said that employees want a pay for performance program. 80% of Regular Status, Nonexempt Staff employees are represented by the union.

John speculated that the issue could be construed as a case of unfair labor practices. There is a flaw in the participation process. The administration negotiates with the union with a seemingly capricious disregard of staff in the categories of 20% Nonexempt not represented by the MOU, more than 50% of the Exempt, and the Contingents who are not represented.

If the funds are available through vacant lines or through other sources and additional merit is indicated, it should be awarded.

Deb Geare said that Nonexempt Staff employees at UMBC were denied additional merit increases. She knows of instances in which funds from other sources (i.e.: overhead allocated to departments from grants) were available for use and the employee was "exceptional or exceeded expectations" and the additional merit and/or salary increase was denied.

Rosario said that the USM budgets funds to allocate COLA and Merit which are distributed according to the Chancellor's Salary Guidelines. The Guidelines allow the presidents to give additional merit.

John said that merit money is a percentage of the salary baseline (even vacant lines). There is flexibility in how the money is allocated and distributed.

Larry said that USM has two policies in conflict: The Chancellor's Memo states that merit money is distributed at the president's discretion for Above Standards and Outstanding performance and the gradients of performance at UMCP are diminished to two ratings, neither of which include outstanding performance.

Dave said that additional merit is not funded by the state and comes out of the institution operating budget.

Larry said that at UMCP even if a department has the money for merit, they are not allowed to distribute it.

John ended the discussion by stating that the Executive Committee would crystallize the issue into talking points.

**Elections**

There was no nominating committee so nominations were offered by the group.

- Dale nominated John Wolfe as Chairman, and he was elected.
- Judy nominated Colette Becker as Vice Chair, and she was elected. She can no longer Chair the Community Development Committee so Deb Geare will head that Committee.
- Kimberley Lynne was nominated and elected as Co-Secretary. Judy Sabalauskas is stepping down to an alternate position so Karyn Schulz of UB was nominated as Co-Secretary with Kimberley.

The two Members at Large positions will be elected at the August meeting. Since Dave DeLooze and Colette cannot both serve on the Executive Committee, Dave will step down as current Member at Large.

Nominated for Members at Large positions:

- Joe Hill to continue his service
- Victoria Kelly from Coppin
- Sister Maureen – she is currently nominated to be on another board and cannot serve on both. She should know the outcome and her availability to serve as CUSS Member at Large by August.
- Cynthia Coleman of Bowie

**CUSS 2008/2009 Schedule**

The meetings are every third Tuesday of the month, except for August, November and December, March because of classes or Holidays (depends on each year’s calendar).

| Date               | Campus                     | Notes   |
|--------------------|----------------------------|---|
| August 19, 2008    | SU                         | Confirmed, with Leadership Conference afternoon of Monday, August 18, 1-5PM |
| September 16, 2008 | UMBI? UMCP at Shady Grove? | Jami will check at UMBI. Larry will check if Shady Grove is available.      |
| October 21, 2008   | FSU                        | Historically at Frostburg in October but no rep at the meeting              |
| November 18, 2008  | Bowie                      | Confirmed   |

|                   |             |  |
|-------------------|-------------|--|
| December 16, 2008 | USMO        | Confirmed  |
| January 20, 2009  | Coppin      | Victoria will check  |
| February 24, 2009 | UMBI? UMCP? | TBD at July meeting  |
| March 25, 2009    | UB          | Confirmed  |
| April 21, 2009    | TU          | Confirmed  |
| May 19, 2009      | UMBC        | Confirmed  |
| June 23, 2009     | UMES        | Confirmed  |
| July 21, 2009     | UMCES       | Historically July meeting at one of the research labs but Gus was not present. |

**Larry and John relayed a message from Gus Mercanti that the meeting in July 2008 will be held at Solomon’s Island and not in Cambridge.**

The group debated when and where to hold the joint CUSS/CUSF meeting. Early fall might be too soon to organize that. John will contact the CUSF chair.

**Report of the USM HR Chancellor’s Liaison**

Rosario distributed a copy of **House Bill 725** pertaining to employees enrolled in the state pension plan. In the plan, there is a death benefit whether you die at work or not. A paragraph in the Bill says: “The surviving minor child or dependent parent of a state employee who at the time of death was a member of the employees’ retirement system, employee’s pension system, teachers’ retirement system or teacher’s pension system and who was killed while employed by the state may enroll and participate in the health insurance benefit options established under the Program as long as the child or parent is receiving an allowance under Title 29, Subtitle 2 of this article.” Additional paragraphs should also be reviewed by the reader.

**Open Enrollment** period has closed, and at this point, all should have received their statement and seen that the cost has either remained constant or decreased.

**DBM benefits** reports of all coverage are completed.

In FY09 there will be **three pay periods with no health care deductions**. According to DBM, the extra pay period without health care deductions will be December 2008.

If you have a **Health Care spending account**, you can accrue until 6/30/08 and file a claim until 9/15/08.

Rosario distributed a copy of a letter from **Catalyst that lists prescriptions** with changes in non-preferred status/preferred status.

Rosario distributed three articles from **CUPA (College and University Professional Association** at <https://www.compdatasurveys.com> ) regarding cost of prescription co-pays increase, US healthcare costs rising at a slower rate, and US education pay increases remaining constant.

The **USM Biennial Nonexempt Market Salary Survey** will take place during the fall of 2008.

Rosario said that the time was ripe to re-address the issue of **employer contribution to the ORP**. Rosario said that the administration's proposal would be to enhance the plan by increasing the employer's contribution from 7.5% to 9.25% and require the ORP participants to contribute 5%. This employee contribution would be parallel to the requirement under the Pension Plan. Larry said he'd coordinate with CUSF and pull out his old Chair letters to enhance the ORP and suggested that John send that to the Chancellor and the BOR Chair.

Larry asked Rosario for an update on the **Policy on Teleworking**. A draft policy will be presented to the Chancellor's Council July 7 and to the full board in October. John said that the managers are educated on the principles of teleworking. The policy requires a report to the Chancellor every year on: number of staff teleworking and miles saved. Miles saved from a four-day workweek would be captured separately. (Rosario emailed a copy of the draft policy to CUSS members after the meeting)

### **Committee Meetings**

*Communications Committee: (Chenita, Jackie, Mary, Jami, Ronald)*

**CUSS Newsletter:** Marie Meehan is leaving CUSS so Jami Kasco is producing the newsletter. She distributed a copy of the new format. She's waiting for the year in review article and John's Chair report (Friday June 27 was the cut off date), and it should be ready for review by July meeting and print in September. The newsletter will again be printed at UMCP and billed to USMO. The reps were encouraged to distribute the newsletter via e-copy to their respective administrative councils/institution constituents.

Mary asked the reps to check the **e-mail list serv** on the website for any corrections to their information. Changes can be emailed to Mary at [mereed@usmd.edu](mailto:mereed@usmd.edu)

*Benefits and Compensation Committee:* Jackie continues to collect information on **campus discounts**.

The *Legislative committee* did not meet.

*Community Development Committee:* Deb is taking over the chair position from Colette once she moves to Vice Chair.

**BOR Awards:** the group discussed ways to promote the awards and to make the application process easier. The Committee will develop a new form in July, but still feels that 3 to 5 letters of recommendation, a nominating letter and a resume are necessary. The letters are sent to the presidents' office in August and a packet is on the CUSS website. Colette encouraged the reps to

develop committees at the institutions to help employees with the application process that ends in January.

*Executive: (John, Larry, Rosario, Dave, Judy, Kimberley, Karyn)*

**The Leadership Conferences:** the first of the CUSS Leadership Conferences will take place at SU on Monday, 8/18/08 from 1-5PM. Jackie Eberts reserved a room. Larry created a flyer and distributed it post meeting. Kimberley re-sent the April minutes that specified who was making which presentations and who was responsible for which documents in the handouts. The committee will rough out the program in the July meeting. Judy suggested that the Communications Committee keep copies of the handouts. The group decided to post a pdf of the handout on the website. Dave suggested that the handouts be sent to the new USM AdminVPs.

Larry will send John an old copy of a Chair **letter to the Chancellor, supporting enhancement to the ORP.**

John will send his **year end letter** to the Committee for review. He'll add the talking points on merit and union issues.

### **New Business**

Historically, CUSS members receive a **certificate** during the July meeting regarding their annual service. John's assistant is generating them and they need to be signed by John, the Chancellor and Rosario.

Dave e-mailed a **Baltimore Sun article about Shared Governance**. A faculty middle states report was edited to omit any mention of shared governance. That was done during the transition between administrations. The BOR didn't discuss it during their May meeting because the press was present.

John adjourned the meeting.

### **Next meeting:**

7/22/08 at UMCES-CBL, Solomon's Island

Suggested that we invite Fran Younger, former CUSS member retired from UMCES-CBL.

*Minutes respectfully submitted: Kimberley Lynne, 6/30/08*